

OFFICIAL MINUTES

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL COUNCIL CHAMBERS 128 SMITH STREET CITY OF PLYMOUTH, WISCONSIN

TUESDAY JULY 8, 2025 @ 6:15 PM

1. **Call to Order and Roll Call:** Chairperson Penkwitz called the meeting to order at 6:15 PM. ON the call of the roll, the following were present: Mayor Pohlman, Angie Matzdorf, Diane Gilson, and Mike Penkwitz. Also present: Greg Hildebrand, Kevin Sande, John Binder, City Administrator/Utilities Manager Tim Blakeslee, Finance Manager Chris Russo, Police Chief Ken Ruggles, Deputy Chief Matt Starker, Electrical Operation Manager Ryan Roehrborn, Finance Manager Chris Russo, Director of Public Works Cathy Austin and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of Meeting Minutes for May 27, 2025 meeting:** Motion was made by Pohlman/Matzdorf to approve the minutes for May 27. A unanimous aye vote was cast. Motion carried.
3. **Discussion on CVMIC AI Policy Review:** Blakeslee explained that AI tools have become more common and the City is looking to implement a formal AI Policy to guide their responsible and effective use. This policy is recommended by Cities and Villages Mutual Insurance Company (CVMIC), aims to balance the benefits of these emerging technologies and the City's legal, ethical, and operational responsibilities. Under the proposed policy, employees may use AI platforms to assist with a variety of tasks provided they do not input confidential information and verify AI-generated content for accuracy. Managers will oversee use on a case-by-case basis. Pohlman stated that it was a step in the right direction to keep up with technology. Penkwitz asked for more information on how AI worked. Blakeslee stated that one way it could be used is for memos and checking if there are any typos and could be many different uses in the future. Penkwitz asked if everyone was going to be using it? Blakeslee stated that it would be up to the department head and would be case by case basis. Motion was made by Matzdorf/Penkwitz to approve the Artificial Intelligence (AI) Policy. Upon the call of the roll, all vote aye. Motion carried.
4. **Adjournment:** Motion was made by Gilson/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.